

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **AGING SERVICES SPECIALIST**

Jurisdictional Class: **Competitive**
Date Adopted: **3/21/88**
Date Revised: **9/1/00; 6/4/02; 4/8/05; 11/9/05**
Jurisdictions: **County**
Union Status: **CSEA**
Pay Grade: **10**

DISTINGUISHING FEATURES OF THE CLASS: This position involves assisting in the operation of an Office for the Aging or assisting in the implementation or operation of a services component of the Office for the Aging. Work may be performed under the general supervision of an Aging Services Supervisor. Supervision may be exercised over subordinates. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Implements and operates a specific service component or performs a variety of tasks in support of programs and services for older persons;
Assists the Aging Services Supervisor or the Director in the performance of his/her duties;
Provides technical assistance to municipal and community agencies concerned with programs and services for the aging;
Works directly with older persons or their delegates and identifies agencies and individuals potentially useful to older persons;
Attends meetings and speaks to groups concerning the problems of older persons and the role of the Office For the Aging;
Makes recommendations to Director regarding programs and services for older persons;
Supervises the activities of assigned staff.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the characteristics, needs and interests of the aging; working knowledge of community agencies, facilities and services which can be utilized to aid the elderly; working knowledge of public information and related techniques; ability to organize; ability to supervise staff; ability to communicate clearly and effectively both verbally and in writing; tact; courtesy; integrity.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered four-year college or university with a bachelor's degree and one (1) year of full-time paid experience in aging services, adult education, recreation, community development, community health services, counseling, social work, public administration, work placement or related fields; **OR**
- (B) Graduation from a regionally accredited or New York State registered two-year college with an associate degree and three (3) years of experience in aging services, adult education, recreation, community development, community health services, counseling, social work, public administration, work placement or related fields; **OR**

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- (C) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience in aging services, adult education, recreation, community development, community health services, counseling, social work, public administration, work placement or related fields; **OR**
- (D) An equivalent combination of training and experience as indicated in (A) through (C) above.

NOTE: Part-time employment can be pro-rated to count towards fulltime (Example: six (6) months PT equals three (3) months FT) and a higher level of education can be pro-rated for experience up to a year.

SPECIAL REQUIREMENT: This class requires extensive travel. Incumbents will be required to possess a valid, appropriate level, New York State Motor Vehicle operator's license, or otherwise demonstrate the ability to meet the travel needs of the job.